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When Filled In)

**IDENTIAL**

OFFICE OR STAFF <b>OFFICE OF LOGISTICS</b>				OFFICE CODE NO <b>R</b>	APPROVAL DATE <b>2 NOV 1962</b>	CONTROL NUMBER <b>945</b>	PAGE <b>1</b> OF <b>1</b> PAGES
DELETIONS				ADDITIONS			
ORGANIZATIONAL UNIT AND POSITION TITLE	GRADE	POSITION CONTROL AND NUMBER	SD	ORGANIZATIONAL UNIT AND POSITION TITLE	OCCUPATIONAL CODE AND GRADE	POSITION CONTROL AND NUMBER	SD
<del>ADMINISTRATIVE STAFF</del> <del>PERSONNEL AND FISCAL BRANCH</del>				Same as DELETIONS side			
Budget Officer (Ch)	GS-13	916 (1)	SF	Budget Officer (Ch)	GS-0560.01-14	916 (1)	SF
Per request of Admin Staff, Office of Logistics.				<div style="position: absolute; top: 10px; right: 10px; transform: rotate(-15deg);">           Posted to fl. book 11/8/62 Suk         </div> <div style="position: absolute; bottom: 10px; left: 10px;">           Positive to-ur 11/17/62 1 ch         </div>			
STAFFING COMPLEMENT TOTALS				25X1A9a			
No Change				<div style="border: 1px solid black; padding: 5px;">             DOC 13 REV DATE 6-4-81 BY 006199              ORIG CDMP 5 OPI 38 TYPE 01              ORIG CLASS 5 PAGES 4 REV CLASS C              JUST 22 NEXT REV 2011 AUTH: HR 78-2           </div>			
TAKE CHANGES ON OFFICE RECORDS AS NECESSARY				f, Salary and Wage Division			

**STAFFING COMPLEMENT CHANGE AUTHORIZATION**

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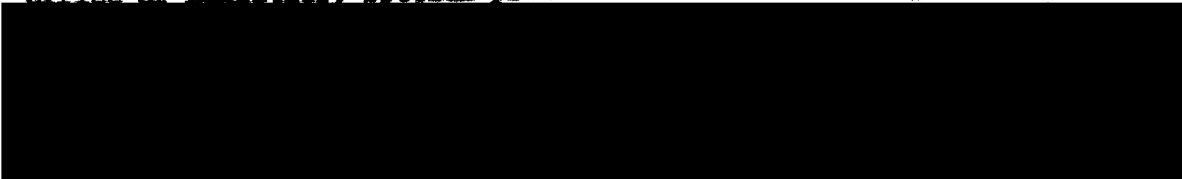
3 OCT 1962

MEMORANDUM FOR: Chief, Salary and Wage Division  
Office of Personnel

SUBJECT : Review of Budget/Fiscal Officer Positions

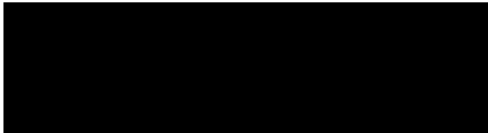
1. In accordance with your request, this Office has reviewed the Budget and Fiscal positions in the Office of Communications, the Office of Logistics, and the NPIC vis-a-vis the Budget and Fiscal positions in EE and FE and the advisability of upgrading each of the three positions to grade GS-14.

2. We endorse an upgrading of both the Office of Communications and the Office of Logistics positions. With regard to the Office of Communications our judgment is based upon the world-wide responsibilities of the Office of Communications and the highly involved interdepartmental budgetary aspects concerned. With regard to the Office of Logistics position our judgment is based upon the variety of operations within the Office of Logistics, special problems involved with respect to field



3. With respect to the position in NPIC, it is our view that the Budget and Fiscal Officer should have considerable depth and experience in the budget field and familiarization with Agency contract and finance procedures. Also, the duties and responsibilities of the Budget and Fiscal Officer of NPIC over the past year or so have increased materially both in volume and scope, and the programs approved for this high priority effort suggest the continuation of this trend. Our review of this position indicates that it might be graded at a GS-14 level but we are not as sure at this time of this level as we are with respect to the Communications and Logistics positions. If it is your determination that this position should be graded GS-14 we would have no objection. However, it might be well to grade the position for the moment at GS-13 with a clear understanding that a subsequent review will be made to determine whether it is, in fact, a GS-14.

4. We would be glad to discuss any of these positions further with you at your convenience.



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Deputy Comptroller

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RHF/ss

Approved For Release 2001/04/30 : CIA-RDP80-01240A000200090016-5

Orig. & 1 - Addressee 1 - Finance Div. 1 - TAS  
1 - Signer 1 - Budget Div.

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7 SEP 1962

MEMORANDUM FOR: Acting Comptroller

SUBJECT : Classification of Budget and Finance  
Officer Position, Office of Logistics

In response to your request for views as to the classification to be accorded the subject position, after discussing this matter with Messrs. [REDACTED] and [REDACTED], it is my view that, in balance, the responsibilities and complexities of the subject position are at least as substantial as those of any of the similar positions in the DD/P area divisions. This conclusion is based upon an evaluation of several factors pertaining to the subject position as it should be performed, as discussed briefly below:

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a. Diversity of Office of Logistics Operations

The ramifications of operations within Logistics are completely varied as identified by the components of the Office. The operations of the Transportation Division, Supply Division, Printing Services Division, Procurement Division, Real Estate and Construction Division, and other components are completely different, and result in many problems both with respect to budget formulation and execution and with respect to financial controls and procedures. The entire responsibility for budget preparation for Logistics rests with the subject position whereas for similar positions in DD/P area divisions the field stations can provide assistance in this task. Also, the operation of [REDACTED]

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Subject: Classification of Budget and Finance Officer  
Position, Office of Logistics

b. Supervisory Responsibility of Incumbent

Because of the enormous volume of procurement and supply transactions requiring recordation for fund control purposes strong supervision of subordinates is required in order to assure accuracy in the maintenance of records and preparation of reports.

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Chief, Technical Accounting Staff

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